

## Vehicles

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### Procedural Bulletin # 4

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#### Purpose

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To establish guidelines for the use of vehicles purchased with Indiana Department of Correction (IDOC) grant funds or state grant supplemented funds which are regarded as fixed assets of the entity.

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#### Procedures:

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- All vehicles shall be listed on the Fixed Asset Inventory as outlined in Procedural Bulletin Section 5-3
- All vehicles and trailers shall be disposed of in accordance with Procedural Bulletin Section 5-3
- All vehicles and trailers shall be licensed and registered using the Entity name, (e.g., Lake County Community Corrections or Lake County Commissioners/Community Corrections).
  - All local grant funded vehicles shall be insured by the county.
  - Insurance shall be maintained at the same standard as for other county owned vehicles.
  - Proof of Insurance shall be maintained in the offices(s) housing the administrative staff of the entity.
- No person other than an employee of the grant funded entity shall operate the vehicle.
- Vehicles shall only be used for official business.
- All grant entities agencies shall have a policy on authorized passengers in a State Grant funded and/or State Grant Supplemented funded vehicle.
- Moving and parking citations and/or tow away charges must be paid by the operator of the vehicle.
- With the approval of the Community Corrections Advisory Board, a vehicle may be driven home at the end of the business day to prevent vandalism or if the job responsibilities require an employee to be on call.
- Operation of a grant entity vehicle(s) outside of the jurisdiction served by the entity shall be in accordance with the policies established by the Advisory Board if different than county policy.

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#### Travel Logs

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- An accurate record of all travel and mileage shall be recorded daily on the State Mileage Log form #13696 (See Attachment). If a jurisdiction wants to use a different form, use of the alternate form must first be approved by the Department.
- The Travel Log must reflect the specific reason for travel and not such general descriptions as “official duties”.

- When recording mileage, the odometer reading at the beginning and end of each day, as well as reading at the end of each destination, shall be recorded.
- The Travel Log shall be filed monthly and be maintained in the entity administrative offices.
- All receipts for vehicle related expenses shall be permanently maintained with the Travel Log at the administrative offices of the grant funded entity.

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## County Policies

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- County policies governing the use of vehicles shall be followed, if such policies exist. In absence of such policies, the Advisory Board shall implement policies regarding vehicles, provided they are not less restrictive than those policies contained herein.